

MEMORANDUM

To: American Legion Task Force

From: Roger L. Stancil, Town Manager

Subject: Communications Best Practices for Task Force Consideration

Date: April 21, 2017

In the interest of facilitating a productive discussion that reflects the significant amount of community interest and contextual information associated with the American Legion property, Town staff advise that members of the American Legion Task Force adhere to the following best practices for communications:

Consideration of input shared by stakeholders groups. Members of the public are invited to submit suggestions, observations, and other input on future use of the American Legion property throughout the public engagement process, including public comment at Task Force meetings. Various Town Advisory Boards and Commissions, community organizations, and other stakeholder groups have also been submitting public input more formally, as a collective written statement on behalf of their individual members. It is the recommendation of the Town Manager that the Task Force, in providing guidance on future use of the American Legion property, give special consideration to input submitted by such groups representing stakeholders as detailed in the Task Force charter. Examples of groups that have submitted input include the Cultural Arts Commission; the Parks, Greenways, and Recreation Commission; and Chapel Hill Pickleball.

Requests for additional information to be a decision of the Task Force. To support their review and consideration of land use concepts for the American Legion property, a Task Force member may wish to have certain data and information for context which has not already been provided and/or which may require additional research. In such cases the member should propose a request for information to the Task Force as a whole. The Task Force would then make a decision, and in the case of approval this would serve as a request to Town staff to procure such data and information for distribution to all members of the Task Force.